

NASA's roll out and launch of the Electronic Official Personnel Folder (eOPF) is right around the corner! eOPF will Go-Live to Langley Civil Servants on Thursday, March 6, 2008! The eOPF replaces your paper Official Personnel Folder (OPF) with an online version. eOPF is being rolled out across the Agency by NASA's Office of Human Capital Management (OHCM), as part of the Human Capital Information Environment (HCIE).

### **Logon and Password:**

On March 6, 2008, you will receive 2 emails from **eOPF\_hd@telesishq.com**. One will contain your Logon ID, and a second will contain your Temporary Password. Be sure to check your Junk E-mail folder for these emails if you do not see them in your In Box. Your password is unique to your first-time logon and should not be shared. These emails also include information on how to change your password once you have successfully logged into eOPF. *Note:* Mac users will log into eOPF through Citrix and can retrieve special logon instructions on Langley's eOPF web page at <http://ohcm.larc.nasa.gov/eOPF/index.html>.

### **What's in Your Folder:**

Since the Office of Personnel Management (OPM) is the official owner of your OPF, and NASA OHCM is the authorized folder custodian, your electronic folder will contain only those documents specified in OPM's Guide to Personnel Recordkeeping (GPR). Those documents not conforming to OPM's GPR have been removed. These documents, referred to as surplus documents, will be returned to you in March 2008. Once you have reviewed your electronic folder, if you find information that does not seem accurate or you have questions, please contact the eOPF Help Desk or your organization's HR Specialist.

### **eOPF Training:**

A short training course is available in SATERN (System for Administration, Training, and Educational Resources at NASA) to help you understand what the tool will do and how to navigate your eOPF. We strongly recommend you take the eOPF training prior to logging on. Access SATERN via the following: <https://satern.nasa.gov>.

If you missed the eOPF informational sessions conducted by OHCM you can find the briefing charts as well as a list of Frequently Asked Questions (FAQs) on Langley's eOPF web page at <http://ohcm.larc.nasa.gov/eOPF/index.html>.

### **Where to Get Help:**

eOPF has an online help function you can reach by clicking on the word 'Help' at the top of most pages within the tool. The NSSC Help Desk can be contacted using the following methods:

By phone: 1-877-NSSC123 (1-877-677-2123)

By email: [nssc-contactcenter@nasa.gov](mailto:nssc-contactcenter@nasa.gov)

*Note:* The eOPF Help Desk will ask if you have taken the SATERN training prior to answering questions.

eOPF is one more application within the HCIE portal developed to transform and improve the way you review your HR benefits and employment information. As eOPF updates are available, the LaRC Office of Human Capital Management will share them with you. In the meantime, if you have any questions, comments, or concerns, please contact the eOPF Help Desk or your organization's HR Specialist.

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